

Courtesy at Board/Committee meetings

New technology has increased participation in CCLHO Board of Director and Committee meetings. CCLHO truly appreciates your continued participation and is excited by the ability to include all points of view on numerous far reaching issues. This message is to remind all of us to please follow some common courtesy behaviors that promote best meeting results, both for those in the meeting room and for those on the computer/phone.

Please keep to a minimum:

- side conversations;
- rustling of papers (including food wrappers);
- cell phone calls (please place on vibrate); and
- blackberry use.

If participating by phone/computer, please place phones on mute, if not speaking. Do not use the hold button. If possible, use a headset that is hard-wired into your computer or phone. Be sure to test the working condition of your equipment before the conference call, not during. If you have problems with your connection to PCRI/Interwise, we are unable to assist from the meeting room. Please call the Helpline (866-725-8099).

PCRI/Interwise includes the capability to ascertain and mute computer/phone participants who are disrupting the meeting. However, once the participant is muted, they cannot be “unmuted” from the meeting room. Only participants can “unmute” themselves by pressing *6. Please be aware that at future CCLHO Board meetings, disruptions will be muted. Thank you for understanding.